

# PASS/FAIL PERFORMANCE PLAN AND APPRAISAL

(For use of this form, see Fort Knox Reg 690-14)

<b>PERIOD COVERED</b>		FROM	TO
EMPLOYEE NAME <i>(Last, First, MI)</i>		SSN	ORGANIZATION
POSITION		SERIES	GRADE
<b>SUMMARY LEVEL ASSIGNED</b>		<b>RATING TYPE</b>	
<input type="checkbox"/> PASS (Fully Successful, Level 3)		<input type="checkbox"/> ANNUAL	
<input type="checkbox"/> FAIL (Unacceptable, Level 1)		<input type="checkbox"/> SPECIAL	

PERFORMANCE ELEMENTS	PASS	FAIL
1. TECHNICAL COMPETENCE		
2. ADAPTABILITY, INNOVATION, AND INITIATIVE		
3. RESPONSIBILITY/DEPENDABILITY/ACCOUNTABILITY		
4. WORKING RELATIONSHIPS		
5. COMMUNICATION		
FOR SUPERVISORY POSITIONS ONLY:		
6. SUPERVISION AND LEADERSHIP		
7. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA)		

<b>INITIAL REVIEW</b>	
EMPLOYEE'S SIGNATURE/DATE	SUPERVISOR'S SIGNATURE/DATE
<b>MID-POINT REVIEW</b>	
EMPLOYEE'S SIGNATURE/DATE	SUPERVISOR'S SIGNATURE/DATE

<b>FINAL RATING</b> <input type="checkbox"/> PASS <input type="checkbox"/> FAIL	
RATING OFFICIAL'S NAME & TITLE	RATING OFFICIAL'S SIGNATURE/DATE
APPROVING OFFICIAL'S NAME & TITLE (Required for "unacceptable" rating.)	APPROVING OFFICIAL'S SIGNATURE/DATE
EMPLOYEE: I acknowledge receipt of a copy of this appraisal.	EMPLOYEE'S SIGNATURE/DATE

*This activity is under a pass/fail system. This is the highest rating that the employee could receive.*

## PERFORMANCE STANDARDS

1. **TECHNICAL COMPETENCE.** Exhibits technical knowledge, skills, and abilities to get desired results within established time frames and with the appropriate level of supervision. Produces expected quality and volume. Sets and meets realistic milestones as appropriate to the job. Meets deadlines. Consistent with the scope of the position, establishes priorities that reflect mission and organizational needs; plans so that adequate resources are available; makes prompt and sound decisions.
2. **ADAPTABILITY, INNOVATION, AND INITIATIVE.** Develops, implements, or suggests better ways of doing business - methods, equipment, processes, and/or resources. Seeks, accepts developmental opportunities. Can work under pressure under changing conditions. Consistent with the scope of the position, serves on professional/technical committees, writes technical papers, joins professional societies to enhance personal knowledge and advance state-of-the-art of profession.
3. **RESPONSIBILITY/DEPENDABILITY/ACCOUNTABILITY.** Keeps work area in order and equipment maintained. Uses resources prudently and for intended purposes. Complies with DA emphasis programs, e.g., EEO/AA, safety/security, internal control, inventory management, quality assurance, personnel management, contract awards to small business concerns. Supports and encourages Total Army Quality (TAQ) approaches, e.g., team effort continuous process/product improvement and customer satisfaction. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures. Establishes personal performance objectives that are challenging and reflect mission needs.
4. **WORKING RELATIONSHIPS.** Is an effective team player. Works well with group and others to get the job done. Exhibits a customer care attitude; shows respect to others; is courteous and seeks acceptable compromise in areas of difference.
5. **COMMUNICATION.** Provides or exchanges accurate/complete oral and written ideas and information in a timely manner. Expresses ideas clearly. Listens effectively so that resultant actions show understanding of what was said. Coordinates so that all relevant individuals and functions are included in/informed of decisions and actions.

## FOR SUPERVISORY POSITIONS ONLY:

6. **SUPERVISION AND LEADERSHIP.** Provides vision and communicates mission and organizational goals to all subordinates. Sets standard/leads by example. Implements/complies with appropriate DA emphasis programs. Secures/allocates/manages resources for effectiveness and efficiency. Initiates timely and appropriate personnel actions. Motivates, challenges, and develops subordinates through mentoring, counseling, training, work assignments, and timely performance evaluations. Recruits and retains high quality people by creating a positive environment that offers challenge and growth. Resolves conflict and maintains order.
7. **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA).** Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling, and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported, or suspected. Provides leadership and emphasis to the execution of the Affirmative Action Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

## ADDITIONAL OBJECTIVES (Optional):